



**DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY
HUMAN RESOURCES OFFICE
NAPLES, ITALY**

U.S. JOB OPPORTUNITY ANNOUNCEMENT

Position Title	Recreation Assistant			Announcement Number	05NAP-039467-CS
PP-Series-Grade	GS-0189-04/05 (Position will be filled at either grade level)			Opening Date	02 May 2005
Starting Salary	GS-04 \$ 22,056 GS-05 \$ 24,677	Work Schedule	Full-time Permanent	Closing Date	13 May 2005
Job Location	U.S. Naval Support Activity, Morale, Welfare and Recreation Department, Youth Activities Branch			Duty Location	Gricignano
Who May Apply	U.S. citizens residing in the Naples/Gaeta commuting area who meet the following conditions. 1. Family members eligible for Schedule A 213.3106(b)(6) appointments. 2. Current Federal employees serving under career or career conditional appointments. 3. Preference eligibles or veterans who have been honorably separated from the armed forces after substantially completing an initial 3-year term from active service. 4. Veterans' Recruitment Appointment (VRA) eligibles.				
About the Job	The incumbent assist the Youth Center Director in developing, organizing, promoting and executing a comprehensive Youth Activities Program for the active duty military, their dependents and DOD civilians in the area. Program offerings cover a broad spectrum of social, cultural, athletic, educational, creative recreational activities that promote a happy lifestyle and meet the needs and interest of youth age 6 to 12. Responsible for initiating constant change and improvements in the programs to continue providing developmentally, appropriate programs for the youth served. Assists with administrative functions such as: maintaining and organizing of the Center's records (work schedules, work requests, purchase orders and health and safety inspections). Assists in the managing of a comprehensive youth recreation program consisting of activities, events, and recreation opportunities that include, but are not limited to the following components: social/recreational activities and skills, before and after school programs, personal development, day camps and special/seasonal events.				
OPM Qualification Requirements	<u>APPLICANT MUST MEET EXPERIENCE OR EDUCATION REQUIREMENTS:</u> <u>EXPERIENCE:</u> One (1) year of specialized experience equivalent to the GS-04 grade level is required. Specialized experience is defined as experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. <u>EDUCATION:</u> Successful completion of a 4-year of study leading to a bachelor's degree with major study or at least 24 semester hours in courses related to recreation or physical education. <u>(Copy of transcripts is required)</u>				
Tell us about your experience	1. Ability to plan and implement an innovative youth program. 2. Skill in the application and utilization of planning and carrying out a comprehensive recreation program. 3. Knowledge of the methods and processes to conduct a variety of youth recreation activities. 4. Ability to communicate effectively in writing and verbally.				
Job Conditions	1. Must be able to obtain/posses a security clearance. 2. Applicant must be able to pass a physical examination. 3. Must posses a current drivers license. 4. Shifts will encompass nights, weekends and on-call status.				
Pertinent Information	1. Applicants who are U.S. citizens and also citizens of Italy are not employable in a U.S. position. 2. Application package, including documents required by the SOFA, must be submitted by closing date of this announcement. 3. Highest previous rate may be authorized. 4. Selection to this position will use your military spouse preference. 5. VRA applicants will be appointed to a Term Appointment.				

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